

# Chapter 5: Administering Active IV Medications

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# Working with IV Medications

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## Benefits of This Chapter

Use this chapter when you need to administer **active** large-volume IV and continuous syringe medications to patients on your ward. The options and features available within the VDL apply specifically to active IV medication orders only.

## Preparing to Administer IV Medications



### TIP:

A medication displays on the VDL if it has an “active” status *and* the patient has a status and location of “inpatient.”

Before administering any active IV medications to a patient, review this section to learn more about the medication orders that display on the VDL, the different display areas for the IV Medication Tab, and how BCMA indicates “actions” taken on IV bags displayed in the IV Bag Chronology display area of the VDL.

Then you will be ready to administer active IV medications to your patients.

### Schedule Types That You Can Administer

The Schedule Types area of the VDL is grayed out for IV medications since they are *not* applicable to these types of medications.

**Note:** Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

### Start and Stop Times for IV Medications

The Virtual Due List Time Parameters area of the VDL is grayed out since administration times are *not* used for large-volume IV or continuous syringe medications.

# Working with IV Medications

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## Preparing to Administer IV Medications (cont.)



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**TIP:**

IV medications display on the VDL until the Stop Time of the order.

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### Medication Orders That Display on the VDL

Once a large-volume IV or continuous syringe medication order becomes active, it displays on the VDL under the IV Medication Tab. This includes all active IV medication types listed below:

- Admixture
- Hyperal
- “Syringe,” with the INTERMITTENT SYRINGE field set to “NO”
- “Chemotherapy,” with the CHEMOTHERAPY TYPE field set to “Admixture” or “Syringe,” and the INTERMITTENT SYRINGE field set to “NO”

An “active” status occurs once a Pharmacist finishes *and* verifies a medication order (or a nurse with the proper security verifies it) using Inpatient Medications V. 5.0. This includes orders on “Hold” and any orders entered through the IV package. Orders placed on Hold by a Provider display grayed out on the VDL. You can only mark these order types as “Held,” although it is *not* necessary that you do so.

BCMA determines *when* to display an order on the VDL by subtracting the information in the “Before Scheduled Admin Time” site parameter field from the Start Date/Time of the medication order. You can define this parameter using the Parameters Tab in the GUI BCMA Site Parameters application.

**Note:** If an IV medication order becomes expired or discontinued while an IV bag is Infusing or Stopped, the order will continue to display on the VDL until you mark the IV bag as “Completed.”

# Working with IV Medications

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## Preparing to Administer IV Medications (cont.)



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**TIP:**

IV medications include a Unique Identifier Number, with a “V,” which is generated when the Pharmacy prints a bar code label for an IV bag.

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## Medications Available for Scanning

Administering IV medications to a patient involves the scanning of the patient’s medication (drug) bar code, which was applied by the Pharmacy. BCMA recognizes the following numbers on the IV Medication Tab.

- **Internal Entry Number (IEN):** Drug numbers provided on medication bar codes are considered a unique drug identifier by the Pharmacy. BCMA reviews the DRUG file (#50), after a medication bar code is scanned, to ensure that only one number exists for the dispensed drug and strength scheduled for administration.
- **National Drug Code (NDC):** A universal product identifier used by manufacturers/repackers/distributors of human drugs to identify the labeler/vendor, product, and trade package size. If the manufacturer includes a bar code of the NDC number in their labeling process, BCMA can use the code as a unique product identifier. The Pharmacy can scan these codes into the SYNONYM field of the DRUG file (#50).
- **Unique Identifier Number:** This number is generated when the Pharmacy prints a bar code label for an IV bag. It is designed to communicate which IVs have been manufactured by the Pharmacy. This Number displays in the IV Bag Chronology display area of the VDL.
- **Ward Stock Number:** This number is generated when you use a “Ward Stock” item to complete an IV medication order because the IV bag is *not* available from the Pharmacy (with a Unique Identifier Number). When you scan the IEN/NDC number on the bag, BCMA generates a Ward Stock number (with a “WS”) and displays this number in the IV Bag Chronology display area of the VDL. You must scan every Additive and Solution for the Ward Stock item. When you do, BCMA then searches for a match to the IEN/NDC number in any of the active IV orders displayed on the VDL.

**Note:** Most Pharmacies use a combination of bar codes to identify drug products at the point of administration.

# Working with IV Medications

## Preparing to Administer IV Medications (cont.)



### TIP:

A Ward Stock Number displays on the VDL with the letters "WS" *only* after you scan the related Additives and Solutions. See first Example on this page.



### TIP:

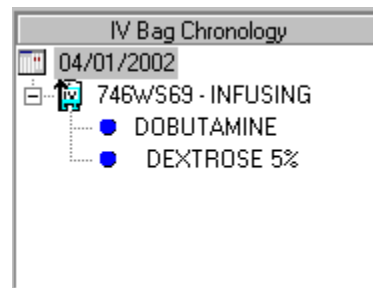
Unlike Unit Dose and IVP/IVP medications, you do *not* need to press **F5** to refresh the VDL since the IV Bag Chronology display area lists the Last Action taken on an IV bag.

## IV Bag Chronology Display Area on the VDL

Unlike Unit Dose, IV Push, and IV Piggyback medications, large-volume IV or continuous syringe medications administered under the IV Medication Tab display the status (and related icon) in the IV Bag Chronology display area of the VDL opposite the Unique Identifier Number or Ward Stock Number. The display area lists IV bags labeled by the Pharmacy and any Ward Stock bags that you have created. This information also displays on the Medication Log Report and the MAH Report.

The examples provided below show the various "actions" that you can take on an IV bag and the related icons in the IV Bag Chronology display area of the VDL.

### Example: Ward Stock IV Bag With Status of "Infusing"



### Example: IV Bag With Other Possible Statuses



# Working with IV Medications

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## Preparing to Administer IV Medications (cont.)

### Understanding the Status of a Medication Order

You can mark a large-volume IV or continuous syringe medication with the following status:

- Available to Infusing to Held or Refused
- Infusing to Stopped to Completed
- Stopped to Completed
- Missing to Infusing, Held, or Refused

### Information Stored by BCMA

BCMA stores the following information each time you administer an active large-volume IV medication to a patient:

- Patient name and ID
- Location of the patient (i.e., bed and ward)
- Initials of the nurse administering the medication
- Administration date and time
- Status of the administration, such as Infusing, Stopped, Completed, Held, Refused, or Missing
- IV Additive (strength), IV Solution (volume), and/or number of units given
- Infusion (flow) rate
- Any comments associated with the drug administration dose
- Injection site for the medications

# Working with IV Medications

## Viewing a Patient's Active IV Medications



### TIP:

Press **F11** or click the IV Medication Tab to display active large-volume IV or continuous syringe medication orders under this Tab.



### TIP:

If the number of medications that need administered is greater than the VDL can display, use the Scroll Bar to view all of them.

The “view” or active window shown below, displays when you select the IV Medication Tab on the VDL.

**Note:** The IV Medication Tab provides an “alert light” which turns **GREEN** *only* when the patient has active medication orders associated to them. When you click a “lit” Tab, BCMA displays the patient’s active medication orders on the VDL. This safeguard is provided to ensure that all large-volume IV medications that are due are given to the patient in the correct dosage and on time.

### Example: BCMA VDL for Active IV Medications

**Bar Code Medication Administration**

File View Reports Due List Tools Help

Missing Dose Med Log Med Admin Hist Allergies CPRS Med Order

MONTANA,UTAH/JOHNNY (MALE)  
SSN = 500-60-1000  
DOB = 1/1/49 (53)  
Height = 182cm, Weight = 84.09kg  
Location = BCMA 404-2

Virtual Due List Parameters:  
Start Time: 04/01@0900 Stop Time: 04/01@1100

Schedule Types:  
☒ Continuous ☒ On-Call  
☒ PRN ☒ One-Time

**ALLERGIES:** strawberries **ADRs:** No ADRs on file

Status	Ver	Type	Medication/Solutions	Infusion Rate	Route
Active	DD	Admi...	DOPAMINE INJ.SOLN DOPAMINE 800 MG DEXTRORSE 5% 250 ML TITRATE TO MAINTAIN SYSTOLIC BP >90	TITRATE@1.	IV
Active	***	Admi...	SODIUM CHLORIDE 0.9% INJ SODIUM CHLORIDE 0.9% 500 ML	125 ml/hr.	IV
Active	***	Admi...	POTASSIUM CHLORIDE INJ.SOLN KCL 20 MEQ DEXTRORSE 5% / NACL 0.45% 1000 ML	150 ml/hr.	IV

IV Bag Chronology: No Order Selected.

IV Bag Detail: No Bag Selected.

Unit Dose IVP/IVPB IV

Scanner Status: Not Ready

Scan Medication Bar Code:

POSPISIL,MARILYN ALBANY, NY Server Time: 4/1/02 10:28

**Note:** The Medication Order Display Area now includes the Medication/Solutions and Infusion Rate columns.



# Working with IV Medications

## Viewing a Patient's Active IV Medications (cont.)

Take a few minutes to get better acquainted with the various elements comprising the display areas of the VDL for IV medications.

### Example: Elements Comprising the Display Areas for IV Medications

VDL lists Orderable Item, Additive, and Solution

Select order to display available bags

Action date

Click to display bag contents

Action taken on an IV bag

Contents of an IV bag

Information displays here when IV bag selected in IV Bag Chronology display area

**Bar Code Medication Administration**

File View Reports Due List Tools Help

Missing Dose Med Log Med Admin Hist Allergies CPRS Med Order

MONTANA,UTAHUJOHNNY (MALE)  
SSN = 500-60-1000  
DOB = 1/1/49 (53)  
Height = 182cm, Weight = 84.09kg  
Location = BCMA 404-2

Virtual Due List Parameters:  
Start Time: 04/01@1200 Stop Time: 04/01@1400

Schedule Types:  
☒ Continuous ☒ On-Call  
☒ PRN ☒ One-Time

**ALLERGIES: strawberries ADRs: No ADRs on file**

Status	Ver	Type	Medication/Solutions	Infusion Rate	Route
Active	****	Admi...	POTASSIUM CHLORIDE INJ,SOLN KCL 20 MEQ DEXTROSE 5% / NACL 0.45% 1000 ML	150 ml/hr,	IV
Active	DD	Admi...	DEXTROSE 5% / NACL 0.45% INJ,SOLN D5 1/2 NS 1000 ML <b>BOLUS ONE BAG</b>	100 ml/hr,	IV
Active	****	Admi...	SODIUM CHLORIDE 0.9% INJ SODIUM CHLORIDE 0.9% 500 ML	125 ml/hr,	IV

**IV Bag Chronology**

4/1/02

- 746V426 - INFUSING
- 746V425 - AVAILABLE
- 746V424 - AVAILABLE
- 746V421 - MISSING DOSE
- 746V422 - COMPLETE

**IV Bag Detail**

Date/Time	Nurse	Action	Comments
4/1/02@1236	MP	INFUSING	

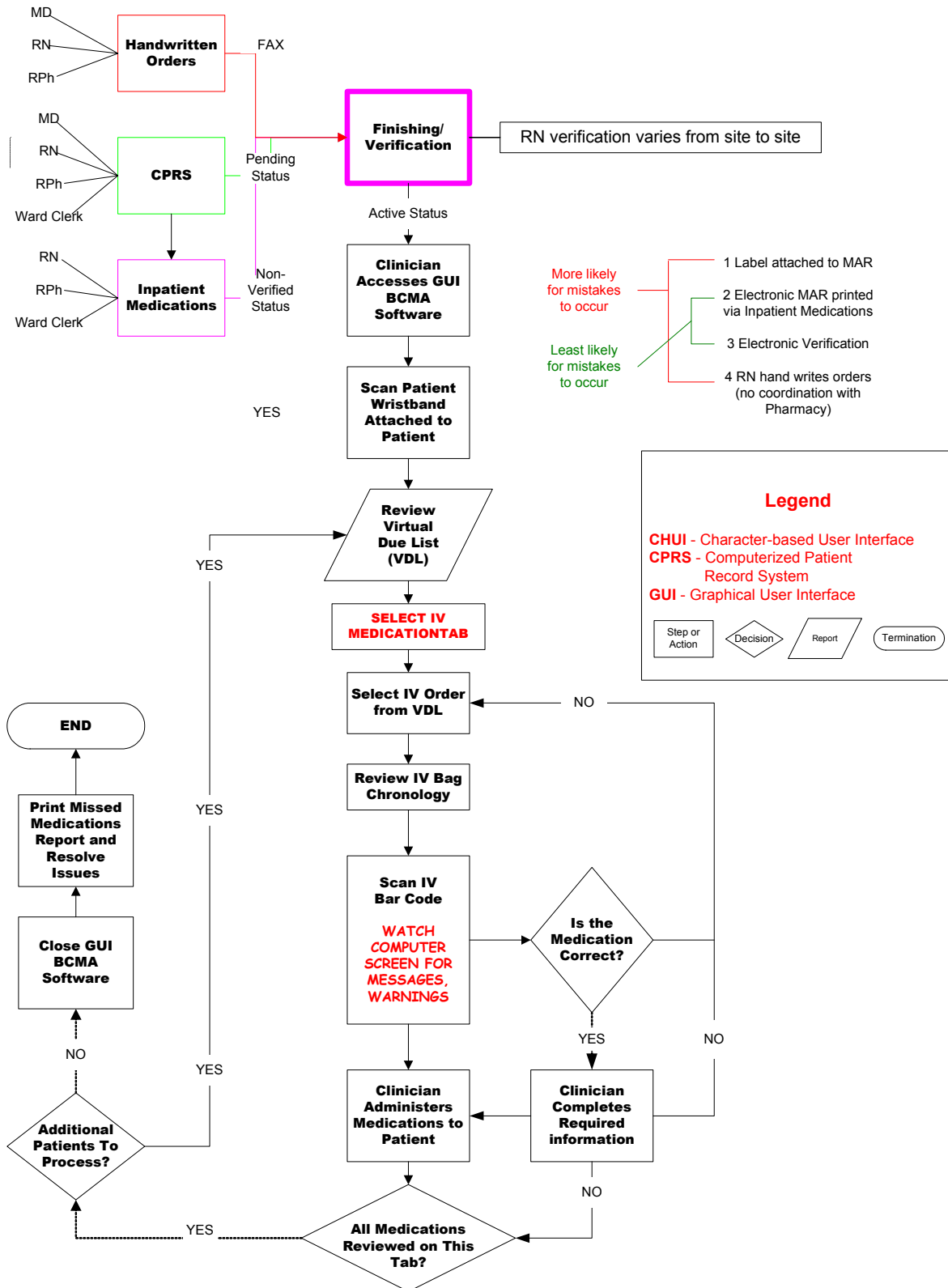
Unit Dose IVP/IVPB IV

Scanner Status: Ready

Scan Medication Bar Code:

POSPISIL,MARILYN ALBANY, NY Server Time: 4/1/02 13:22

# Med Pass FlowChart for IV Medications



# Administering IV Bags with Unique ID Number

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## How BCMA Validates IV Bags with Unique Identifier Number



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### TIP:

BCMA uses the default settings in the IV Parameters fields of the GUI BCMA Site Parameters application when an IV bag is scanned *and* an order has been changed.

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When you scan the bar code on a patient's IV bag, BCMA verifies whether the IV bag has a valid Unique Identifier Number, *and* if the patient has an active order entered into Inpatient Medications V. 5.0 for the bag scanned.

A variety of dialog boxes will display for a patient, depending on the IV bag scheduled for administration. (See the bulleted list below.)

If the administration is successful, the patient's VDL displays the word "Infusing" in the IV Bag Chronology display area of the VDL opposite the Unique Identifier Number that you just scanned.

- If you scan a new IV bag, and have *not* marked the previous IV bag as "Completed," BCMA displays an Error message.
- If the IV PARAMETERS fields in the GUI BCMA Site Parameters application are set to "Warning," *and* an IV field is edited in Inpatient Medications V. 5.0, a Warning message displays.
- If no order exists for the medication scanned, the medication has already been given, it's *not* time to give it yet, or the Unique Identifier Number is *not* located, an Error message displays.
- If no IV bags are available for the medication displayed on the VDL, an Information message displays.

# Administering IV Bags with Unique ID Number

## Scanning and Verifying Medication Information



### TIP:

You do *not* have to highlight an active IV medication order on the VDL before scanning the Unique Identifier Number.



### TIP:

BCMA does *not* require that you scan the Unique Identifier Number for IV medications, in sequence.



### TIP:

If the Scanner Status Indicator is **RED**, click in the Indicator field to activate the **GREEN** Ready Light *before* scanning a medication bar code.

Now you are ready to scan (and verify) the patient's active IV bags to officially begin the medication administration process.





### To Scan and Verify IV Bag with Unique Identifier Number:

- 1 At the patient's VDL, scan the bar code on the patient's IV bag. (The Pharmacy generates the Unique Identifier Number when they print labels for the bag.) BCMA briefly displays the Unique Identifier Number in the Scan Medication Bar Code field, then processes the scan and displays screens related to the medication order.

**Note:** If the medication bar code is unreadable, locate the Unique Identifier Number in the IV Bag Chronology display area. Enter this number manually into the Scan Medication Bar Code field on the VDL to start the validation process.

**Keyboard Only Users:** Press **TAB** to move to the Scan Medication Bar Code field, or Scanner Status Indicator field, at the bottom of the VDL.

### Example: Scan Medication Bar Code Field With Unique Identifier Number Entered

 Unit Dose	 IVP/VPB	 IV
Scanner Status:	 <b>Ready</b>	Scan Medication Bar Code: <input type="text" value="746V377"/>

- 2 Perform one the following actions if you receive an Error or Information message.
  - If an Error message indicates that the Unique Identifier number was *not* located, [click here](#).
  - If an Error message indicates that no order exists for the medication that you just scanned, [click here](#).
  - If no bags are available for the medication displayed on the VDL, [click here](#).
  - If IV Parameters fields set to "Warning" and a field is edited in Inpatient Medications V. 5.0, [click here](#).

# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

### ➤ If Unique Identifier Number Not Located

The Error message, provided below, displays when BCMA does *not* locate the Unique Identifier Number. This occurs if the Unique Identifier Number is invalid.

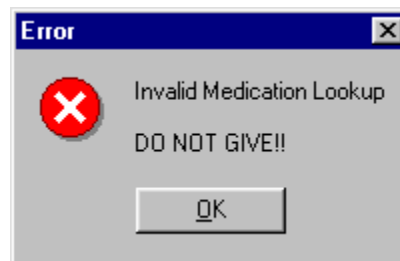
**Note:** If you receive this Error message more than once, contact the Pharmacy directly about the problem.

### To Review the Error Message:

- 1 Review the Error message, and then click **OK** to return to the patient's VDL.

**Keyboard Only Users:** Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient's VDL.

### Example: Error Message When Unique Identifier Number Not Located



- 2 Continue administering active IV medication orders.

# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

### ➤ If No Order Exists for Medication Scanned

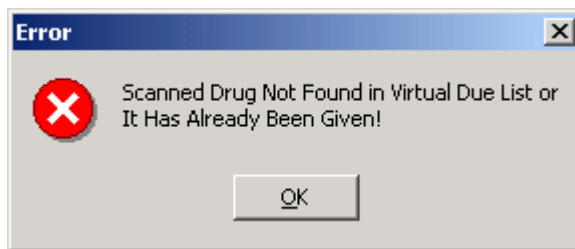
The Error message, provided below, displays if the patient does *not* have an order for the medication that you just scanned.

#### To Review the Error Message:

- 1 Review the Error message, and then click **OK** to return to the patient's VDL.

**Keyboard Only Users:** Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient's VDL.

#### Example: Error Message When No Order Exists for Medication Scanned



- 2 Continue administering active IV medications to the patient.

# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

### ➤ If No IV Bags Available for Medication Displayed on the VDL

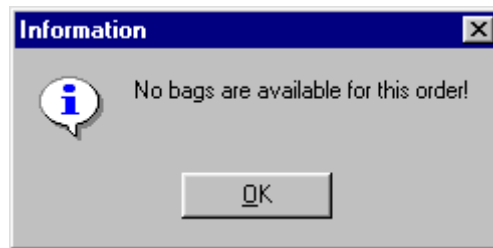
The Information message, provided below, displays if the medication is incorrect.

#### To Review the Information Message:

- 1 Review the Information message, and then click **OK** to return to the patient's VDL.

**Keyboard Only Users:** Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient's VDL.

#### Example: Information Message When No Bags Available for Medication Displayed on VDL



- 2 Continue administering active IV medications to the patient.

# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

### ➤ If IV Parameters Fields Set to “Warning” and Field Edited in Inpatient Medications V. 5.0

The Warning message, provided below, displays when the IV Parameters fields in the GUI BCMA Site Parameters application are set to “Warning” *and* an IV field is edited in Inpatient Medications V. 5.0. The message could include changes to the Start/Stop Times and Infusion Rate.

#### To Acknowledge IV Parameters Warning Message:

- 1 Review the Warning message, and then click **OK** to return to the patient’s VDL.

**Keyboard Only Users:** Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient’s VDL.

### Example: Warning Message When IV Field Edited in Inpatient Medications V. 5.0



- 2 Continue administering active IV medications to the patient.



# Administering IV Bags with Unique ID Number

## Scanning and Verifying Medication Information (cont.)



### TIP:

The Action drop-down list box in the Scan IV dialog box automatically defaults to “Infusing” when you administer an IV bag with an “Available” status.



### TIP:

In the Scan IV dialog box, IV bags marked as “Infusing” do *not* require a Comment; however, you can add a Comment later using the Right Click drop-down menu.

## To Scan and Verify IV Bag with Unique Identifier Number: (cont.)

- 3 In the Injection Site list box, select an injection site, and then click **OK**. BCMA marks the IV bag as “Infusing” in the IV Bag Chronology display area of the VDL.

**Keyboard Only Users:** Press **TAB** to activate the **OK** button, and then press **ENTER**. BCMA marks the IV bag as “Infusing.”

**Note:** BCMA automatically populates the Scan IV dialog box with pertinent information about the order, including the Infusing Rate and Med Route.

## Example: Scan IV Dialog Box for Scanned Unique Identifier Number

**THEN —**  
**(See Next Page)**

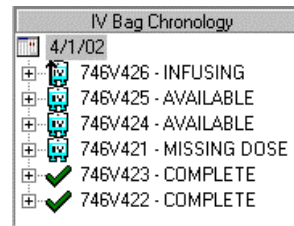
# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

To Scan and Verify IV Bag with Unique Identifier Number:  
(cont.)

**Example: IV Bag Marked As Infusing  
in IV Bag Chronology Display Area of VDL**



- 4 Continue administering active IV medications to the patient.

# Administering IV Bags with Unique ID Number

## Changing the Status of an IV Bag



### TIP:

In the Scan IV dialog box, you must enter a "Comment" for an IV bag with a status of "Stopped" or "Completed."



### TIP:

Marking an IV medication as "Stopped" is particularly helpful when a patient needs lab work completed. Then you can scan it again and mark it as "Infusing."

Use this section when you want to change the status of an IV bag, from the Pharmacy, from "Infusing" to "Stopped" or "Completed."

### To Change the Status of an IV Bag from the Pharmacy:

- 1 Scan the Unique Identifier Number for the IV bag, from the Pharmacy, that you want to change the status. BCMA processes the scan, and then displays the Scan IV dialog box.

### Example: Scan IV Dialog Box for Scanned Unique Identifier Number

**Scan IV**

Bag Information

**Current Bag Status: INFUSING**

Orderable Item: DEXTROSE 5% / NACL 0.45% INJ, SOLI

Medication/Solutions:

D5 1/2 NS 1000 ML

Other Print Info

**BOLUS ONE BAG**

Order Status: Active

Verifying Nurse: DD

Type: Admixture

Infusion Rate: 100 ml/hr.

Route: IV

Enter a Comment (150 Characters Maximum)

Select an Action:

Select an Injection Site:

OK Cancel

- 2 In the Action drop-down list box, select the "action" that you want to take on the IV bag that you just scanned.
- 3 In the Comment section, enter the comments that you want to associate with the action just taken on the IV bag.

# Administering IV Bags with Unique ID Number

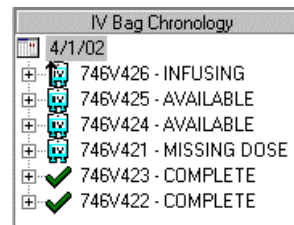
---

## Changing the Status of an IV Bag (cont.)

To Change the Status of an IV Bag from the Pharmacy:  
(cont.)

- 4 Click **OK**. BCMA marks the IV bag as “Stopped” or “Complete” in the IV Bag Chronology display area of the VDL.

### Example: IV Bag Marked As Complete in IV Bag Chronology Display Area of VDL



- 5 Continue administering active IV medications to the patient.

# Administering Ward Stock Items

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## How BCMA Validates Ward Stock Items

When you scan the IEN bar code on a Ward Stock Item, BCMA recognizes that it is an IEN, and *not* a Unique Identifier Number. BCMA then displays the Ward Stock dialog box, requiring you to scan every Additive and Solution associated with the order on the VDL.

After you complete the scanning process, you then select the order on the VDL, and the injection site where you are administering the medication on the patient. BCMA marks the Ward Stock Item (IV bag) as “Infusing” in the IV Bag Chronology display area of the VDL. Unlike IV bags, which display with a “V” in the Unique Identifier Number, Ward Stock Items display with a “WS” and a system-assigned Unique Identifier Number.

## Scanning and Verifying Medication Information



### TIP:

You do *not* have to highlight a medication order on the VDL, for a Ward Stock Item, before scanning the IEN on the Item.

Now you are ready to scan (and verify) the patient’s Ward Stock Items, and to officially begin the medication administration process.


### To Scan and Verify Ward Stock Item with an IEN:

- 1 At the patient’s VDL, scan the IEN on the Ward Stock Item. BCMA briefly displays the IEN in the Scan Medication Bar Code field, and then processes the scan and displays the Ward Stock dialog box.

**Note:** If the IEN is unreadable, manually enter it into the Scan Medication Bar Code field on the VDL to start the validation process.

**Keyboard Only Users:** Press **TAB** to move to the Scan Medication Bar Code field, or Scanner Status Indicator field, at the bottom of the VDL.

### Example: Scan Medication Bar Code Field With Ward Stock Number Entered

<input checked="" type="radio"/> Unit Dose	<input checked="" type="radio"/> IVP/IVPB	<input checked="" type="radio"/> IV
Scanner Status: 	Scan Medication Bar Code: <input type="text" value="1804"/>	
Not Ready		

# Administering Ward Stock Items

## Scanning and Verifying Medication Information (cont.)

### To Scan and Verify Ward Stock Item with an IEN: (cont.)

- 2 At the Ward Stock dialog box, scan **each** Additive and Solution for the Ward Stock Item that you want to administer to the patient.

### Example: Ward Stock Dialog Box for Scanned Ward Stock Item

Ward Stock

DOBUTAMINE 250MG INJ.

Continue Scanning Additives and Solutions. When finished, select OK to search for an order.

Scanner Status: Ready

Scan Bar Code: 2682

OK Cancel

- 3 When finished scanning the related Additives and Solutions, click **OK**. BCMA processes the information, searches for a “match” (order) on the VDL, and then displays the Multiple Orders for Scanned Drug dialog box.

**Keyboard Only Users:** Press **TAB** to activate the **OK** button, and then press **ENTER** to display the Multiple Orders for Scanned Drug dialog box.

### Example: Multiple Orders for Scanned Drug Dialog Box

Multiple Orders for Scanned Drug

Orderable Item: DOBUTAMINE INJ.

Select One Order:

Status	Ver	Type	Medication/Solutions	Infusion Rate	Route
Active	DD	Admi..	DOBUTAMINE INJ. DOBUTAMINE 500 MG DEXTROSE 5% 250 ML	TITRATE@1	IV

OK Cancel

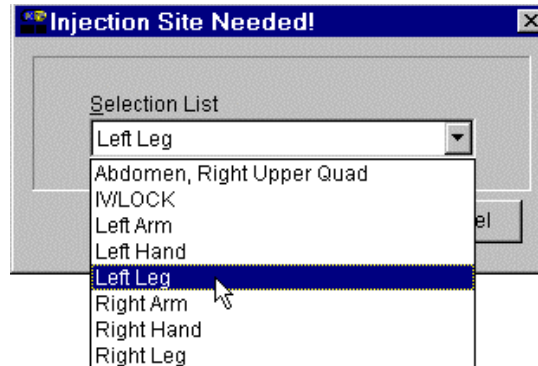
# Administering Ward Stock Items

## Scanning and Verifying Medication Information (cont.)

### To Scan and Verify Ward Stock Item with an IEN: (cont.)

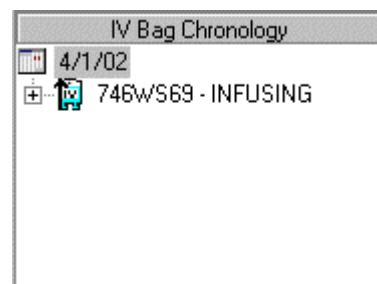
- 4 Select (highlight) the order related to the Additives and Solutions that you just scanned, and then click **OK**. The Injection Site Selection dialog box displays.

#### Example: Injection Site Selection Dialog Box



- 5 In the Injection Site Selection drop-down list box, select the location where you are injecting the medication into the patient, and then click **OK**. BCMA processes the information, then marks the IV bag as “Infusing” in the IV Bag Chronology display area of the VDL opposite the Unique Identifier Number assigned to the bag.

#### Example: Ward Stock Item Marked As Infusing in IV Bag Chronology Display Area of VDL



- 6 Write the Ward Stock Unique Identifier Number on the bag to identify the order related to its contents.
- 7 Continue administering active IV medications to the patient.



#### TIP:

BCMA assigns a Unique Identifier Number (with the letters “WS”), *after* you complete the administration process for the Item.

# Administering Ward Stock Items

## Changing the Status of a Ward Stock Item



### TIP:

Marking an IV medication as “Stopped” is particularly helpful when a patient needs lab work completed. Then you can scan it again and mark it as “Infusing.”

Use this section when you want to change the status of a Ward Stock Item (IV bag) from “Infusing” to “Stopped” or “Completed.”

### To Change the Status of a Ward Stock Item:

- 1 Select (highlight) the Ward Stock Item (IV bag) in the IV Bag Chronology display area of the VDL that you want to take an action on. The Scan IV dialog displays since the Ward Stock Item now includes a Unique Identifier Number.

### Example: Take Action on WS Command for Changing the Status of a Ward Stock Item

The screenshot shows the BCMA software interface. The 'Take Action on WS' menu option is highlighted. The interface displays patient information, allergies, and a list of IV bags. The 'IV Bag Chronology' section shows a list of IV bags, with the first one highlighted. The 'IV Bag Detail' section shows the details of the selected IV bag, including the date/time, nurse, action, and comments. The 'Scanner Status' is 'Not Ready'.

THEN —  
(See Next Page)



# Administering Ward Stock Items

## Changing the Status of a Ward Stock Item (cont.)



### TIP:

In the Scan IV dialog box, you must enter a "Comment" for an IV bag with a status of "Stopped."

To Change the Status of a Ward Stock Item: (cont.)

### Example: Scan IV Dialog Box for Highlighted Ward Stock Unique Identifier Number

**Scan IV**

Bag Information:

**Current Bag Status: INFUSING**

Orderable Item: DOBUTAMINE INJ

Medication/Solutions:

DOBUTAMINE 500 MG  
DEXTROSE 5% 250 ML

Other Print Info

Order Status: Active  
Verifying Nurse: DD  
Type: Admixture  
Infusion Rate: TITRATE@1,  
Route: IV

Enter a Comment (150 Characters Maximum)

Select an Action: Stopped

Select an Injection Site: Stopped  
Completed

OK Cancel

- 2 In the Action drop-down list box, select the "action" that you want to take on the IV bag that you just highlighted on the VDL.
- 3 In the Comment section, enter the comments that you want to associate with the action just taken on the IV bag.

# Administering Ward Stock Items

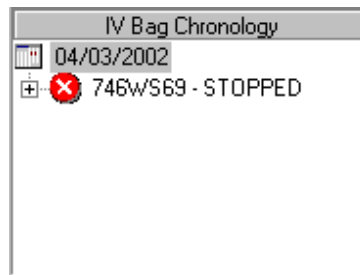
---

## Changing the Status of a Ward Stock Item (cont.)

### To Change the Status of a Ward Stock Item: (cont.)

- 4 Click **OK**. BCMA marks the IV bag as “Stopped” or “Complete” in the IV Bag Chronology display area of the VDL.

#### Example: IV Bag Marked As Stopped in IV Bag Chronology Display Area of VDL



- 5 Continue administering active IV medications to the patient.

# Administering a Patient's IV Medications

---

## Administering an Order with Special Instructions



### TIP:

Special Instructions help to ensure that the patient receives the medication dosage required by the Provider.

Information messages, like the ones provided below, display when the Pharmacy answers "YES" to a question in Inpatient Medications V. 5.0 about including Special Instructions in a Pop-up box after a nurse scans a medication. If the Pharmacy answers "NO" to the question, the Special Instructions *only* display in **RED** below the dispensed drug name or medication in the Medication Order Display Area. You must acknowledge the message *before* administering the medication.

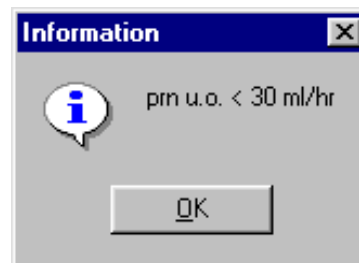
A Pharmacist enters Special Instructions as Quick Codes using the Inpatient Medications V. 5.0 package. These codes expand to full-text in the Medication Order Display Area of the VDL.

### To Review Special Instructions From the Pharmacy:

- 1 Review the Information message from the Pharmacy, and then click **OK** to return to the VDL.

**Keyboard Only Users:** Press **TAB** to activate the **OK** button, and then press **ENTER** to continue the medication administration process.

### Example: Special Instructions Pop-up Boxes



- 2 Continue administering active IV medications to the patient.

# Administering a Patient's IV Medications

## Marking an IV Bag as Held or Refused



### TIP:

You can quickly mark an IV bag as "Held" or "Refused" using the Mark command from the Right Click drop-down menu.

Use this section when you need to "mark" an IV bag listed as "Available" or "Missing Dose" to "Held" or "Refused." The action taken on the IV bag displays in the IV Bag Chronology display area of the VDL.

**Note:** You can mark an IV bag that is on "Hold" to "Held," although it is *not* necessary that you do so unless required by your medical center.

### To Mark an IV Bag as Held or Refused:

- 1 Select (highlight) the IV bag in the IV Bag Chronology display area of the VDL that you want to mark as "Held" or "Refused."

### Example: Marking an IV Bag as Held or Refused

The screenshot shows the 'Bar Code Medication Administration' window. The 'Due List' menu is open, with 'Mark' selected. The patient information at the top includes: MONTANA, JUTAH, JOHNNY, SSN = 500-50-1000, DOB = 1/1/49 (53), Height = 182cm, Weight = 84.1kg, Location = BCMA 404-2. The 'ALLERGIES' section lists 'strawberries'. The 'IV Bag Chronology' table shows the following data:

Status	Ver	Type	Medication	Infusion Rate	Route
Active	DD	Admi...	SODIUM CHLORIDE 0.9% INJ	100 ml/hr	IV
Active	***	Admi...	SODIUM CHLORIDE 0.9% 500 ML	125 ml/hr	IV
Active	***	Admi...	POTASSIUM CHLORIDE INJ SOLN	150 ml/hr	IV

The 'IV Bag Chronology' section shows a list of bags with the first one highlighted: 746V417 - AVAILABLE. The 'Scanner Status' is 'Ready'.

- 2 Select the Mark command from the Due List menu. The Mark drop-down menu displays, with the "actions" available for the IV bag highlighted in the IV Bag Chronology display area of the VDL.

**Keyboard Only Users:** Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark drop-down menu.

# Administering a Patient's IV Medications

## Marking an IV Bag as Held or Refused (cont.)



### TIP:

The Mark options, available to you, will depend on the current Status of the IV bag.

## To Mark an IV Bag as Held or Refused: (cont.)

- 3 In the Action drop-down list box, select the action that represents how you want to “mark” the IV bag highlighted in the IV Bag Chronology display area of the VDL.

**Keyboard Only Users:** Use the **ARROW** keys to select (highlight) the command that represents the “action” that you want to take on the IV bag highlighted on the VDL.

## Example: Selecting a Reason for Marking an IV Bag as Held or Refused

**Scan IV**

Bag Information

**Current Bag Status: AVAILABLE**

Orderable Item: DEXTROSE 5% / NAACL 0.45% INJ,SOLI

Medication/Solutions:

D5 1/2 NS 1000 ML

Other Print Info

BOLUS ONE BAG

Order Status: Active

Verifying Nurse: DD

Type: Admixture

Infusion Rate: 100 ml/hr.

Route: IV

Enter a Comment (150 Characters Maximum)

Select an Action: Held

Select a Reason:

- BLOOD PRESSURE OUT OF RANGE
- BLOOD SUGAR OUT OF RANGE
- LAB OUT OF RANGE
- NPO
- PATIENT OFF WARD
- PROVIDER HOLD
- VOMITING

# Administering a Patient's IV Medications

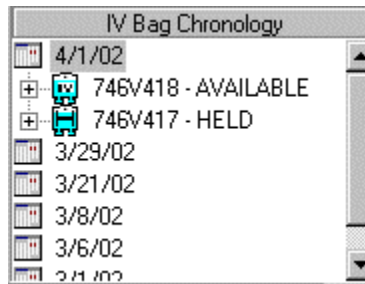
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## Marking an IV Bag as Held or Refused (cont.)

### To Mark an IV Bag as Held or Refused: (cont.)

- 4 Specify a reason, from the drop-down list box, why you are changing the status of the IV bag highlighted on the VDL. BCMA processes the information, and then lists the “action” in the IV Bag Chronology display area of the VDL.

### Example: An IV Bag Marked as Held on the VDL



- 5 Continue administering active IV medications to the patient.

# Administering a Patient's IV Medications

## Adding Comments to a Patient's Medication Record



### TIP:

You can quickly add comments to a patient's IV bag that is Infusing, Held, or Refused by highlighting the IV bag, and then selecting the Add Comment command from the Right Click drop-down menu.



### TIP:

You can copy the Comments for an IV medication and paste them into the Comment section of another IV medication.

You can add a comment (free text), up to 150 characters in length, to a patient's IV medication marked as "Infusing," "Held," or "Refused" in the IV Bag Chronology display area of the VDL. Your comments will also display in the Medication Log Report.

### To Add Comments to a Patient's Medication Record:

- 1 Select (highlight) an IV bag in the IV Bag Chronology display area of the VDL that you want to add Comments.
- 2 Select the Add Comment command from the Due List menu. The Medication Log dialog box displays.

**Keyboard Only Users:** Press **ALT+D** to display the Due List menu, and then press **A** to display the Medication Log dialog box.

### Example: Selecting the Add Command from the Due List Menu

The screenshot shows the 'Bar Code Medication Administration' window. The 'Due List' menu is open, and the 'Add Comment' option is highlighted. The patient information section shows: MONTANA,UTAHUJOHNNY I, SSN = 500-60-1000, DOB = 1/1/49 (53), Height = 182cm, Weight = 84, Location = BCMA 404-2. The allergies section shows: ALLERGIES: strawberries. The IV Bag Chronology table lists several bags, with the first one highlighted: 746V422 - INFUSING. The IV Bag Detail section shows the date/time 4/1/02, nurse MP, and action INFUSING. The scanner status is 'Not Ready'.

Status	Ver	Type	Me	Refresh	F5	Infusion Rate	Route
Active	***	Admi...	P0			150 ml/hr.	IV
Active	DD	Admi...				100 ml/hr.	IV
Active	***	Admi...				125 ml/hr.	IV

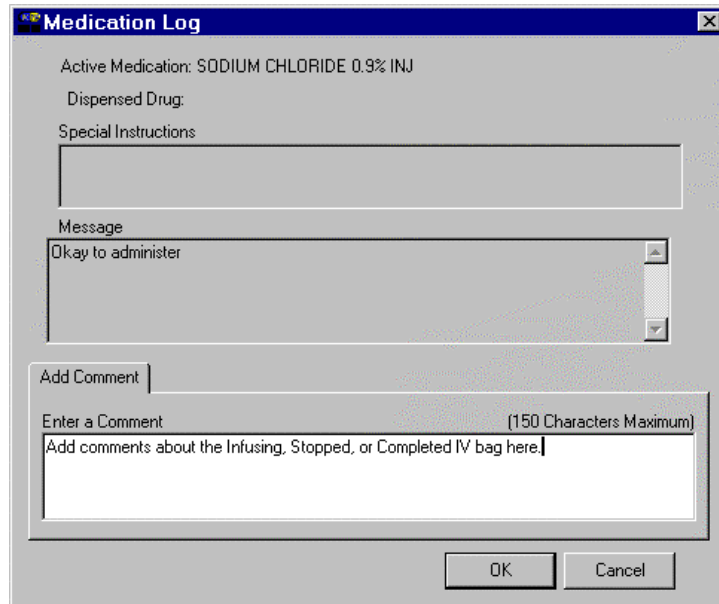
# Administering a Patient's IV Medications

## Adding Comments to a Patient's Medication Record (cont.)

### To Add Comments to a Patient's Medication Record: (cont.)

- 3 In the Add Comment section, enter the comments that you want to associate with the medication highlighted on the VDL.

#### Example: Medication Log Dialog Box

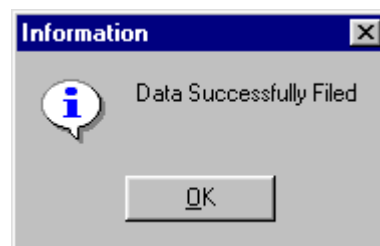


The Medication Log dialog box is a window with a title bar that says "Medication Log". It contains several fields: "Active Medication: SODIUM CHLORIDE 0.9% INJ", "Dispensed Drug:", "Special Instructions" (with a text area), "Message" (with a text area containing "Okay to administer"), and "Add Comment" (with a text area containing "Add comments about the Infusing, Stopped, or Completed IV bag here."). There are also "OK" and "Cancel" buttons at the bottom right.

- 4 Click **OK** once you've read your entry and are satisfied with it. An Information message displays, indicating that BCMA has successfully filed your comments.

**Keyboard Only Users:** Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

#### Example: Information Message Received When Comments Entered Successfully





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**TIP:**

BCMA  
automatically  
wraps words  
in the  
Comments  
section.

- 5 Verify that your comments were entered in the patient's record by clicking the Med Log button in the Tool Bar to access the Medication Log Report.

Patient Medication Log									
***** Continuing/PBS/Post-Op Time Medication/Treatment Record (Detailed Log) (WAF 10-2970 B, C, D)									
Log Type: INDIVIDUAL PATIENT								Run Date: APR 01, 2003 09:49 Page: 1	
Patient:	MONTANA, (UTAH) JONNNY	SIN:	500-60-1000	DOB:	JAN 1, 1949 (13)				
Sex:	MALE	Rn/Uln:	182cm/83kg	Ward:	BCHA Pa 404-2				
Dx:	COPD	Last Mvnt:	MOV 27_2000@11:31:05	Type:	ADMISSION				
Reactions: STRAWBERRIES									
*****									
Activity Data*	IDose/Sched/Route/Inj Site]	By	Date/Time	Drug/Additive/2oAction	U/Ord	U/Ovn Unit			
Stop Date*									
04/01/02 09:39	SODIUM CHLORIDE 0.9% (125 ml/hr IV Inj Site: Abdomen, Right Upper Quad)	NP	04/01/02 09:39	Infusing	Bag ID #740V422	500 ML	NA	NA	NA
3/29/02 07:33					Infusing, Stopped, or Completed IV bag here.				
Comments:	04/01/02 09:45 NP Add comments about the								
4/E/02 24:00+									
*****									
MONTANA, (UTAH) JONNNY				500-60-1000		Ward: BCHA Room-Bed: 404-2			

I

**Comments**  
entered by  
a clinician.

# Administering a Patient's IV Medications

## Submitting a Missing Dose Request



### TIP:

You *cannot* submit a Missing Dose Request for an IV bag marked as "Complete" in the IV Bag Chronology display area of the VDL. You can, however, change the status from Missing to Held or Refused.



### TIP:

You can quickly submit a Missing Dose Request by highlighting an IV bag in the IV Bag Chronology display area of the VDL, and then clicking once on the Missing Dose button in the Tool Bar.



### TIP:

When the Pharmacy reprints a bar code label, the Unique Identifier Number falls off the VDL and a new one is assigned.

You can use the Missing Dose command or the Missing Dose button on the Tool Bar to send Missing Dose Requests directly to the Pharmacy. Your request will automatically print on a dedicated printer in the Pharmacy that your medical center predefined using the GUI BCMA Site Parameters application. BCMA will also send a MailMan message to a predefined mail group. If both are predefined, both will be notified.

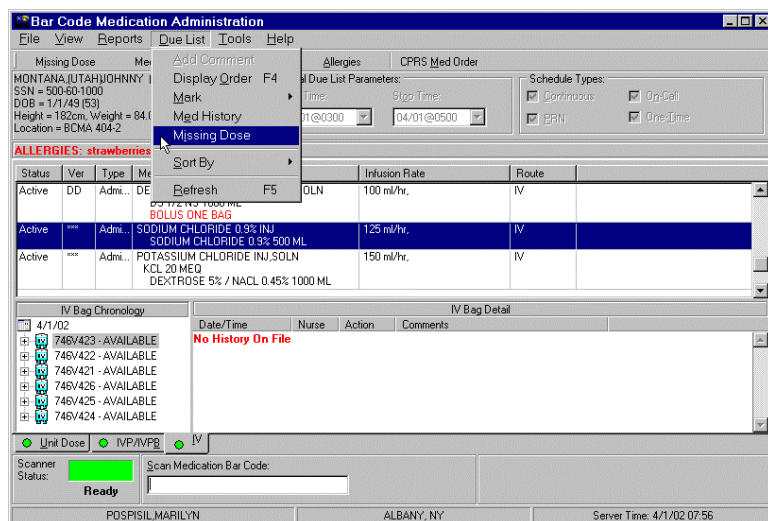
BCMA V. 2.0 displays the word "Missing" in the IV Bag Chronology display area, opposite the related Unique Identifier Number, *after* you submit a Missing Dose Request to the Pharmacy. This functionality will benefit the Pharmacy by identifying requests that have already been submitted, and by reducing the number of duplicate submissions that they receive on a daily basis.

### To Submit a Missing Dose Request:

- 1 Select (highlight) an IV bag, in the IV Bag Chronology display area of the VDL, that is considered "Missing."
- 2 Select the Missing Dose command from the Due List menu. The Missing Dose Request dialog box displays.

**Keyboard Only Users:** Press **ALT+D** to display the Due List menu, and then press **I** (*not* "L") to display the Missing Dose Request dialog box.

### Example: Selecting Missing Dose Request Command from Due List Menu



# Administering a Patient's IV Medications

## Submitting a Missing Dose Request (cont.)



### TIP:

When you select the Missing Dose option, BCMA automatically populates the fields in the Missing Dose Request dialog box. You must complete all fields *before* submitting the request to the Pharmacy.



### TIP:

Enter "n" (for NOW) if you want BCMA to automatically enter the current date and time in the dialog box for you when you move to the Reason drop-down list box.

## To Submit a Missing Dose Request: (cont.)

- 3 Verify the patient's name on the Tab at the top of the dialog box, and their location and medication information within the dialog box.

### Example: Missing Dose Request Dialog Box

Missing Dose Request

MONTANA,UTAH)JOHNNY

Ward  
BCMA

Ordered Drug  
SODIUM CHLORIDE 0.9% INJ

Dosage  
125 ml/hr

Administration Time  
04/01@0000

Date@Time Needed  
Reason

Submit Cancel

- 4 In the Date@Time Needed field, enter the day and time when you need the medication for the patient using the VA FileMan date/time formatting guidelines listed below. Keep in mind that the system does not accept a date/time in the future.

### Date Formatting

- May 1, 2002, 01 MAY 02, 5/01/02, 050102
- N (for Now)
- T (for Today)

### Time Formatting

- 00:00 (For example, 14:00 for 2:00 p.m.)

**Keyboard Only Users:** Press **TAB** to move among the fields on the dialog box.

**Note:** If the year is omitted, the computer uses the current year. A two-digit year assumes no more than 20 years in the future, or 80 years in the past.

# Administering a Patient's IV Medications

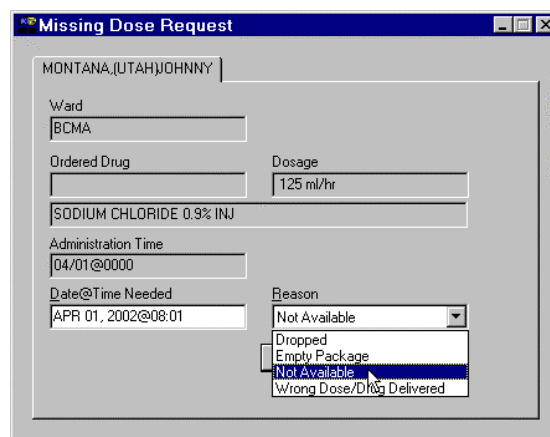
## Submitting a Missing Dose Request (cont.)

### To Submit a Missing Dose Request: (cont.)

- 5 In the Reason field, click once on the drop-down **ARROW** to display pre-defined reasons why you are sending this request to the Pharmacy.

**Keyboard Only Users:** Use the **ARROW** keys to locate and select (highlight) a Reason in the drop-down list box.

### Example: Missing Dose Request Dialog Box



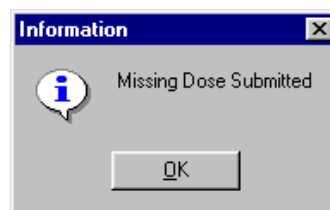
The screenshot shows a window titled "Missing Dose Request". At the top, the patient name "MONTANA,UTAHJOHNNY" is displayed. Below this, there are several input fields: "Ward" with "BCMA", "Ordered Drug" with "SODIUM CHLORIDE 0.9% INJ", "Dosage" with "125 ml/hr", "Administration Time" with "04/01@0000", and "Date@Time Needed" with "APR 01, 2002@08:01". On the right side, there is a "Reason" dropdown menu. The dropdown is open, showing a list of options: "Not Available", "Dropped", "Empty Package", "Not Available" (highlighted), and "Wrong Dose/Drug Delivered".

- 6 Verify the information in the dialog box, and then click **SUBMIT** to send the request to the Pharmacy, where it prints on a predefined printer. An Information message displays. A MailMan message will also be sent to a mail group if predefined using the GUI BCMA Site Parameters application.

**Keyboard Only Users:** Press **TAB** to activate the **SUBMIT** button, and then press **ENTER** to display the Information message.

- 7 After reading the Information message, click **OK**. BCMA processes the request, then displays the word "Missing" in the IV Bag Chronology display area opposite the related Unique Identifier Number.

### Example: Missing Dose Submission Message



# Working with Patient Records

## Opening a Patient Record



### TIP:

Press **CTRL+O**  
to access a  
patient record.

Once you finish administering active IV medications to a patient, you can open another patient record (VDL), and then another. The process for doing so is quick and easy.

### To Open a Patient Record:

- 1 Select the Open Patient Record command from the File menu. The Patient Lookup dialog box displays.

**Keyboard Only Users:** Press **ALT+F** to display the File menu, and then press **O** to display the Patient Lookup dialog box.

### Example: Selecting Open Patient Record Command from File Menu

Status	Ver	Type	Medication/Solutions	Infusion Rate	Route
Active	DD	Admi...	DEXTROSE 5% / NAACL 0.45% INJ SOLN DS 1/2 NS 1000 ML BOLUS ONE BAG	100 ml/hr.	IV
Active	---	Admi...	SODIUM CHLORIDE 0.9% INJ SODIUM CHLORIDE 0.9% 500 ML	125 ml/hr.	IV
Active	---	Admi...	POTASSIUM CHLORIDE INJ SOLN KCL 20 MEQ DEXTROSE 5% / NAACL 0.45% 1000 ML	150 ml/hr.	IV

IV Bag Chronology		IV Bag Detail	
Date/Time	Nurse	Action	Comments
4/1/02			
746V422 - AVAILABLE			
746V421 - AVAILABLE			
746V426 - AVAILABLE			
746V425 - AVAILABLE			
746V424 - AVAILABLE			
746V423 - MISSING DOSE			

— THEN —  
(See Next Page)

# Working with Patient Records

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## Opening a Patient Record (cont.)



### TIP:

BCMA does *not* require that you scan the Unique Identifier Number for IV medications, in sequence, since it displays medications according to the administration time.



### TIP:

The Confirmation dialog box that displays, after scanning a medication, now includes the patient's allergies and ADRs.

## To Open a Patient Record: (cont.)

### Example: Patient Lookup Dialog Box

Patient Lookup

Scan Patient Wristband Maximum Length = 50

500601000

OK Cancel

- 2 At the Patient Lookup dialog box, scan the bar code on the patient's wristband. The maximum character length is 50. A Confirmation dialog box displays the patient's personal data such as name, SSN, ward, room-bed, allergies, and ADRs.

**Keyboard Only Users:** Press **TAB** to activate the **OK** button, and then press **ENTER** to accept your entry and begin the scan process.

- 3 Verify the information provided in the Confirmation dialog box, with the information on the patient's wristband.

### Example: Confirmation Dialog Box

Confirmation

? Name: MONTANA,(UTAH)JOHNNY  
SSN: 500601000  
Ward: BCMA  
Rm-Bd: 404-2

ALLERGIES: strawberries  
ADRs: No ADRs on file

Is this the Correct Patient?

Yes No

# Working with Patient Records

---

## Opening a Patient Record (cont.)

### To Open a Patient Record: (cont.)

4 Perform one of the following actions:

- **If the information matches** the data printed on the patient's wristband, click **YES** to access their VDL and to begin administering active medications to the patient.

**Keyboard Only Users:** Press **TAB** to activate the **YES** button, and then press **ENTER** to access the patient's VDL.

- **If this information does *not* match** the data on the patient's wristband, click **NO**, and then verify the patient's identity against the information on their wristband.
  - **If correct**, scan the wristband again.
  - **If incorrect**, correct the wristband for the patient.

5 Continue administering active IV medications to your patient.

# Working with Patient Records

## Closing a Patient Record



### TIP:

It is *not* necessary or required to close a patient record *before* opening another, although it is advised if you are leaving the patient's room for awhile.



### TIP:

BCMA now displays an Information message to verify if you want to view active orders on other Medication Tabs *before* closing the patient's record.

Once you finish administering active medications to your patient, you can close their patient record (VDL), and then open another patient record. This feature is particularly useful when you need to leave the patient's room for a few minutes, and do *not* want to leave their record open on your computer.

### To Close a Patient Record:

- 1 Select the Close Patient Record command from the File menu. The Information message, provided on the following page, displays.

**Keyboard Only Users:** Press **ALT+F** to display the File menu, and then press **C** to display the Information message provided on the following page.

### Example: Selecting Close Patient Record Command from File Menu

The screenshot shows the BCMA software interface. The 'File' menu is open, and 'Close Patient Record' is highlighted. The main window displays patient information for 'BCMA 404-2'. The 'Allergies' section shows 'strawberries' and 'ADR: No ADRs on file'. The 'Medication/Solutions' table lists three active medications: POTASSIUM CHLORIDE INJ. SOLN, DEXTROSE 5% / NAACL 0.45% INJ. SOLN, and SODIUM CHLORIDE 0.9% INJ. SOLN. The 'IV Bag Chronology' section shows a list of bags, with '746V423 - MISSING DOSE' highlighted. The bottom status bar shows 'Ready' and 'Server Time: 4/1/02 08:10'.

— THEN —  
(See Next Page)



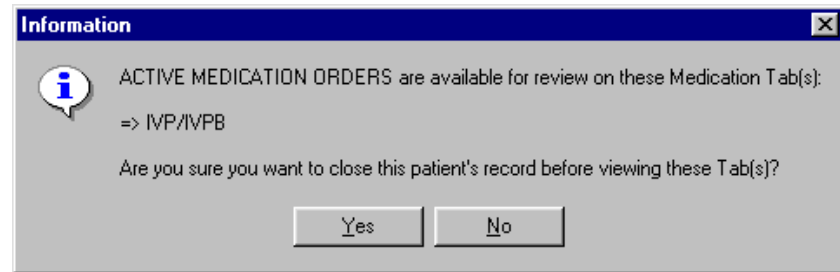
# Working with Patient Records

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## Closing a Patient Record (cont.)

### To Close a Patient Record: (cont.)

#### Example: Information Message



**Note:** The Information message provided above, displays only for IV Piggyback medications, *not* IV medications since they do *not* have administration times — and you automatically view Unit Dose orders when the VDL opens.

- 2 Perform one of the following actions:
  - Click **YES** to close the current record without viewing medication orders, for the patient, on other Medication Tabs. The Patient Lookup dialog box then displays.
  - Click **NO** to view active medication orders under the Medication Tab listed in the Information message.

**Keyboard Only Users:** Press **TAB** to activate the **YES** button, and then press **ENTER** to continue.

**Note:** BCMA now provides the “BCMA Idle Timeout” site parameter for defining the number of minutes that an idle BCMA session can stay open. Once the allowable time-out has been reached, BCMA will close. If the BCMA session displays a prompt, it will *not* time-out until the prompt is answered. The allowable entry for this parameter is 1 to 1440 minutes/day. The default is 30 minutes.

